



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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12th September, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the Ministry of Economic Growth and Job Creation:

1. **Director, Environment Policy Monitoring (GMG/SEG 3) (Not Vacant) – Environment and Risk Management Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Projects and Enforcement (GMG/SEG 3) (Not Vacant) – Environmental and Risk Management Branch**, salary range \$4,594,306 - \$6,178,830 per annum.

1. **Director, Environment Policy Monitoring (GMG/SEG 3)**

Job Purpose

To develop and implement monitoring strategies relating to environmental management as well as review initiatives within environment agencies in order to assess the impact of existing policies and legislation and the feasibility of proposed strategies.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, international and local fora, conferences and workshops as required;
- Presents environmental information at public interest, government, international or other meetings;
- Contributes to the development of the Branch's Strategic/Operational Plans, Budgets and related monthly cashflow;
- Prepares and delivers presentations relating to monitoring and evaluation findings to internal and external stakeholders;
- Co-ordinates the Branch's public outreach programmes;
- Develops individual work plan based on the Branch's Corporate and Operational Plans.

Technical/Professional:

- Assists in the monitoring of the performance of agencies/departments under the environmental portfolio of the Ministry;
- Develops and implements monitoring frameworks and plans;
- Participates in testing and implementation of the monitoring and evaluation system and instruments in environment agencies (e.g. Forestry Department, NEPA, the Climate Change Branch and the Meteorological Service);
- Establishes a monitoring system, in conjunction with other Divisions and Agencies under the Ministry's portfolio, including the development of strategies, methodologies, tools, and indicators for monitoring and assessing the quality of outputs and activities of specific policy processes, including the management, coordination, effectiveness and resource mobilization;
- Prepares findings and recommendations based on usage of monitoring and evaluation techniques such as benchmarking, impact assessments, ex ante distributional analysis, cost benefit analysis, causality framework, process evaluations, impact evaluations and executive evaluations;
- Performs reviews, studies and evaluations of ongoing policy and implementation processes of national multi-sectoral responses to environmental considerations;
- Conducts thorough research on best practices to inform environmental strategies, policies and legislation;
- Prepares Annual Reports regarding environmental management activities, implementation of strategies and effects of these strategies on improving national development;

- Participates in regional/international negotiations on environmental matters and communicates Jamaica's position;
- Prepares country's reports in relation to various multilateral environmental agreements and acts as the country's liaison with the respective secretariats, as directed;
- Participates in the monitoring of the country's environmental/climate change ratings based on internationally recognized tools and institute strategies and measures, where necessary, to ensure specified targets and goals are achieved;
- Monitors the implementation of relevant Vision 2030 National Outcomes and related goals, as well as the Medium-Term Framework and institute strategies, where necessary, to ensure established targets are achieved;
- Conducts regular monitoring of the environmental management projects and programmes;
- Leads the development and implementation of public education programmes, including the Youth Environmental Advocacy Programme, for the promotion of environment management and climate change strategies and activities;
- Assists in the development and revision of environment and climate change policies and legislation;
- Reviews and assesses the annual reports of the Ministry's environmental agencies, including NEPA and the Forestry Department;
- Prepares Cabinet Submission, Notes, Ministry Papers, technical briefs, and other related documents;
- Provides technical advice to the Permanent Secretary, Senior Director, Chief Technical Director, as required;
- Undertakes periodic review of the implementation and operation of the monitoring and evaluation system; including the preparation of best practices and lessons learned.

Required Knowledge, Skills and Competencies

Core:

- Excellent analytical skills to evaluate and provide solutions
- Excellent written and oral communication skills
- Excellent negotiating skills
- Excellent leadership and management skills
- Excellent decision-making and problem-solving skills
- Good public speaking/presentation skills
- Ability to work as part of a team, with importance on cross-functional team working and sharing information.

Technical:

- Excellent knowledge of programme monitoring and evaluation processes
- Excellent knowledge of environment policies, strategies and International Agreements
- Excellent research skills
- Knowledge of GOJ legislation procedures
- Basic knowledge in preparation of Cabinet Submissions and Briefs

Minimum Required Qualifications and Experience

- Master's Degree in Natural Sciences or related discipline
- Post Graduate training in monitoring and evaluation techniques
- Three (3) years related experience

OR

- Bachelors' Degree in Natural Sciences or related discipline
- Post graduate training in monitoring and evaluation techniques
- At least five (5) years related experience.

2. Director, Projects and Enforcement (GMG/SEG 3)

Job Purpose

To provide policy and strategy co-ordination related to the following subject areas: trade and environment, waste management, particularly hazardous wastes, chemicals management and co-ordinate the implementation of select multilateral environmental agreements and initiatives (chemicals and hazardous wastes).

Key Responsibilities

Management/Administrative Responsibilities

- Represents the Ministry at local, regional and international meetings, as directed;
- Prepares and delivers presentations on environmental issues, particularly in respect to trade and environment and waste and chemicals management issues at local and international fora, as directed;
- Develops individual Work Plan aligned to the Branch's Corporate and Operational Plans.

Technical/Professional:

- Participates in the development of proposals leading to the amendment of existing legislation or the enactment of new legislation to address issues related to the management of waste, particularly hazardous waste and chemicals;
- Drafts Cabinet Submissions and Notes, Ministry Papers and speeches relevant to the subject area;
- Contributes to the development and implementation of programmes, strategies and policy instruments and legislation related to national environmental management issues, particularly in the areas of trade and environment and waste and chemicals management;
- Represents the Ministry on the negotiation team for an environmental agreement under the Free Trade Agreements, including the CARICOM-Canada and the EU-CARIFORUM Economic Partnership Agreement;
- Co-ordinates the development of national policies and sub-policies on chemicals and hazardous wastes and monitor their implementation;
- Contributes to the development and periodic updates of the National Implementation Plan for Persistent Organic Pollutants (POPs) and monitors its implementation;
- Participates in the development of policy instruments or proposals specific to the post;
- Prepares reports and position papers to advise the Ministry, Cabinet and Parliament on environmental issues, particularly those in respect of hazardous wastes and chemicals management;
- Monitors and participates in international policy fora representing Government's position and monitoring international agreements and issues of relevance to Jamaica in the relevant subject areas;
- Prepares project proposals for funding by local and international donor agencies and manage the implementation of such projects;
- Co-ordinates the implementation of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, the Stockholm Convention on the Persistent Organic Pollutants (POPs), and the Strategic Approach to International Chemicals Management (SAICM);
- Liaises with the relevant donor and development agencies with regard to technical co-operation initiatives for trade and environment and waste management programmes;
- Monitors developments in the regional and international arena in respect of trade and environment issues and assist in the development of appropriate national policy responses and initiatives;
- As directed, acts as Jamaica's focal point to the Basel Convention on the Control of the transboundary movements of hazardous wastes and their disposal, Stockholm Convention on Persistent Organic Pollutants and Montreal Protocol on Substances that Deplete the Ozone Layer, the Minamata Convention on Mercury and co-ordinate and monitor the implementation of these instruments at the national level;
- Coordinates and monitors the development of National Programmes of Action or projects to deal with issues related to chemicals and hazardous waste management;
- Contributes to the implementation of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Pesticides;
- Liaises with public and private sector agencies, academia and civil society to achieve coordination and collaboration in the development and implementation of national projects and programmes of action which address national environmental management issues, particularly those in respect of chemicals and waste management issues;
- Participates in the development and implementation of technical assistance programmes and projects as they relate to the country's sustainable development agenda;

- Works with the Senior Director to monitor the impacts of legislation, regulations and policies and recommend alternatives and amendments as appropriate;
- Co-ordinates the Ministry/Government's response to environmental complaints and queries from the public on environmental matters as necessary and prepares the requisite report and co-ordinate action if necessary.

Required Knowledge, Skills and Competencies

Core:

- Oral and written communication skills
- Presentation skills
- Excellent interpersonal skills
- Team and result oriented

Technical:

- Experience with policy development, analysis and review
- Knowledge of and experience with national, regional and international environment and sustainable development issues
- Knowledge of environmental and related laws, regional and international environmental agreements and treaties
- Negotiation skills
- Ability to conduct research and analyze technical information on environmental issues and prepare positions paper and proposals
- Experience in project management

Minimum Required Qualifications and Experience

- Bachelor's Degree in Natural or Life/Environmental Science or related field
- Five (5) years' experience in a related capacity

Applications accompanied by résumés should be submitted **no later than Monday, 25th September, 2023 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**